



Science Officer I – Review

The California Institute for Regenerative Medicine (CIRM) is recruiting Scientific Officers who will be responsible for the planning, development, review, administration, monitoring and reporting of scientific programs to realize CIRM's strategic research and development objectives.

CIRM is a new state agency that was established by the passage of Proposition 71, the California Stem Cell Research and Cures Initiative. Over the next 10 years, CIRM will disburse approximately \$3 billion in state bond funds as grants, contracts and loans to investigators at California research institutions for research on stem cells. Join us in this landmark endeavor to advance research that can help realize the potential of stem cells to relieve human suffering from chronic disease and injury.

Key Responsibilities

- Organize and manage the peer-review of applications by the CIRM Grants Working Group and specialist external reviewers under the direction of the Senior Review Officer. Conduct and organize peer-review meetings of the Grants Working Group. Prepare summaries of application review for presentation to CIRM's board, the Independent Citizens Oversight Committee, the public and the applicant.
- Assist in the recruitment, coordination, and management of scientific reviewers as required to meet review expertise needs.
- Guide and assist Scientific Officers with timelines, procedures, and management of application review.
- May develop and implement Requests for Application (RFAs) or Requests for Proposal (RFPs) to address strategic scientific priorities and needs in collaboration with Science team and other CIRM staff.
- May manage a portfolio of grants, loans and contracts. Develop and maintain communication with portfolio principal investigators and program directors. Monitor and evaluate portfolio projects for progress towards stated objectives and for contribution to CIRM's strategic objectives. Represent CIRM policies and objectives to awardees. Collaborate with CIRM Grants Management staff to ensure awardee compliance with relevant regulations and policies. Participate in site visits.
- Collaborate with team members to develop and manage internal processes, portfolio progress, documentation, and reporting.
- Keep abreast of scientific status, needs and priorities within program areas of focus through: 1) communication with investigators; 2) communication with professional and patient advocacy groups; 3) the organization and conduct of scientific workshops

and/or conferences and 4) attendance/presentation at scientific meetings. Function as internal expert within program areas of focus.

- Represent CIRM at scientific conferences, at public meetings, with patient advocacy groups and in other venues as required.

Requirements

- M.D. or Ph.D. degree in a biomedical science and completion of an internship (M.D.) or post-doctoral fellowship (Ph.D.).
- Relevant work experience in biomedical research.
- Experience in writing and reviewing scientific proposals for funding and/or scientific manuscripts. Knowledge of the grant management process is a plus.
- Demonstrated ability to manage multiple projects at varying stages of development under time pressure.
- Demonstrated excellent analytical, interpersonal, and written and oral communication skills. Ability to work and communicate effectively with scientists, physicians and with non-scientists.
- Ability to work independently. Ability to work with flexibility, efficiency, enthusiasm, and diplomacy as part of a team effort in a fast paced work environment.
- Demonstrated track record of working collaboratively in a team-oriented, demanding environment.
- Ability to travel statewide, and nationally/internationally as required.
- Position level will be based on experience and qualifications.

Salary

- The range for the Science Officer I=\$90,000-\$135,000.

Benefits

- CIRM offers a very competitive benefits package through the State of California including a Defined Benefit plan, generous health care and leave time. See the following website for more detailed information
<http://www.dpa.ca.gov/benefits/employeebenefits.shtm> .

HOW TO APPLY: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.